

Please forward assigned FOIA request to your Division Director so they can determine and directly notify the RA or RA-D that they need to be assigned the FOIA request for responsive records. (This includes 6RA or 6RA-D) Also, if a determination is made that the FOIA request needs to be assigned to a different Division, please inform the FOIA Office.

FREEDOM OF INFORMATION ACT REQUEST
EPA-R6-2014-000633

REQUEST DATE: October 28, 2013

REQUEST RECEIVED: October 28, 2013

REQUESTOR INFORMATION:

Connie Marini
EDR, Inc.
440 Wheelers Farms Road, 4th Floor
Milford, CT 06461

Email: cmarini@edrnet.com

Work Phone# 800-265-1596

Fax: N/A

FEE CATEGORY: Commercial

*****SUBJECT*****

A listing of Leaking Underground Storage Tank Site locations on Indian Land.

*****ASSIGNED OFFICE(s)*****

6PD

DUE DATE: November 26, 2013

*****SPECIAL INSTRUCTIONS TO DIVISIONS*****

1. Always note Fee commitment by requester: \$ 25
2. Call the requester with a fee estimate, if cost is expected to exceed amount committed \$ 25
3. Each Division must obtain Division Director or delegate concurrence on denial log before routing to ARA signature.
4. Send a copy of the response and cost information sheet to the FOIA Office (6MD-OE).

*****DO NOT WRITE IN THIS SPACE, FOR FOIA OFFICE USE ONLY*****

BILLABLE COST

\$4.00	\$7.00	\$10.25	Pages	Other	TOTAL
--------	--------	---------	-------	-------	-------

6PD

ADMINISTRATIVE COST

Postage	Free Docs.	Other	TOTAL
---------	------------	-------	-------

EPA-R6-2014-000633

: Hello

Through an FOIA Request, I am requesting the following for all of Region 6 in Excel format.

A listing of Leaking Underground Storage Tank Site locations on Indian Land.

Information I would like is:

Owner Name Facility Name Street Address City STATE ZIP ZIP Linkage County AltFacilityID Event
Date Date Confirmed Released Date Completed LUSTClosedDate LUSTEventStatus ProductReleased
Ground Water Soil Surface Water

Thank you



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY
REGION 6
1445 ROSS AVENUE, SUITE 1200
DALLAS, TX 75202-2733

CERTIFICATION OF ADEQUACY OF SEARCH ON
"NO RECORD" RESPONSES

I, _____, certify that I am employed by the Environmental Protection Agency, Region 6, in Dallas, Texas (or acting as a representative) as _____, that I am familiar with the records requested and/or that I am responsible for conducting the search for responsive records for Request Identification Number 06-FOI-_____, and that I have conducted an "adequate" search for responsive records by searching the below listed location(s) (as applicable):

- 1.
- 2.
- 3.

I further certify that I am aware that a search for responsive records need not be perfect, only adequate and that adequacy is measured and/or determined by the "reasonableness" of the effort of the search in light of the specific request. Specifically, I have searched for the documents in all places that it is practical for the documents to be located. Moreover, after conducting an adequate search for records on behalf of the _____ Division/Unit, I have located no records responsive to this request or portions thereof. Further, I am attaching an itemized listing of all records which my search supports are not in the Region's possession.

Dated: ____ / ____ / ____

Signature of Person Conducting Search

Dated: ____ / ____ / ____

Signature of Designated Supervisor for
Person Conducting Search

STAFF CHECKLIST FOR TRANSMITTAL OR RECORDS/INFORMATION
06-FOI _____

	YES	NO	N/A
Program has responsive records	—	—	—
Searched all possible locations (hard copy/e-mail, Files in workstation, filerooms, hard/flash/shared drives, CDs, blackberries, etc.	—	—	—
Advised RFO/DFC of any special circumstances/ sensitivity related to the FOIA Request	—	—	—
Consulted with the FOIA Requester and/or RFO/DFC for further clarification of the request	—	—	—
Completed "Certification of Adequate Search" form For "No Records" Response	—	—	—
Completed Cost Sheet			
Provided responsive records to the assigned FOIA Specialist by due date on transmittal form	—	—	—

Date: _____ Signature: _____ Ext. _____

Printed Name: _____ Office Name: _____

COMMENTS: _____

THIS FORM SHOULD BE COMPLETED AND RETURNED TO THE REGIONAL FOI OFFICER ALONG WITH THE RESPONSIVE RECORDS, A COST SHEET AND "NO RECORDS" CERTIFICATION FORM (IF NECESSARY), FOR EACH FOIA REQUEST PROCESSED

INTERNAL USE ONLY – DO NOT SEND THIS TO REQUESTER

Please read instructions on back before completing form

FOIA FEE CALCULATION WORK SHEET				
1. REQUEST NUMBER 06-FOI-	2. TYPE OF REQUESTER	3. DATE COMPLETED / /	4. ACTION OFFICE	
<p>NOTE: The Freedom of Information Act and EPA's regulations state that the Federal Government must obtain a fee commitment from a FOIA requester before billing can occur. So if no fee commitment is plainly given in the request letter or if other Division also have records, please contact the requester. Provide the requester with an estimate. Make sure the requester understands what program records you refer to and make a note of his/her fee commitment.</p>				
5. FEE COMMITMENT AMT.	6. DATE OF VERBAL/WRITTEN COMMITMENT		7. FEE COMMITMENT RECEIVED FROM	
8. CLERICAL PERSONNEL	TOTAL HRS.	$\frac{1}{4}$ HOUR RATE	COST	
a. Search - \$ 4.00 @ $\frac{1}{4}$ HOUR		x \$ 4.00		
b. Review - \$ 4.00 @ $\frac{1}{4}$ HOUR		x \$ 4.00		
9. PROFESSIONAL PERSONNEL	TOTAL HRS.	$\frac{1}{4}$ HOUR RATE	COST	
a. Search - \$ 7.00 @ $\frac{1}{4}$ HOUR		x \$ 7.00		
b. Review - \$ 7.00 @ $\frac{1}{4}$ HOUR		x \$ 7.00		
10. MANAGERIAL PERSONNEL	TOTAL HRS.	$\frac{1}{4}$ HOUR RATE	COST	
a. Search - \$ 10.25 @ $\frac{1}{4}$ HOUR		x \$ 10.25		
b. Review - \$ 10.25 @ $\frac{1}{4}$ HOUR		x \$ 10.25		
11. DUPLICATION/REPRODUCTION	TOTAL	RATE or ACTUAL	COST	
a. Paper or Computer Page (2 sided copy = 2 pages)		x \$.15 pg =		
b. Diskette or CD (Specify) 3 CDs		\$ 1.00 each =		
c. Microfiche		x \$ 1.00/sheet =		
d. Microfilm		x \$10.00cartridge =		
e. Video or Audio Cassette (Specify)		x \$ 5.00 each =		
f. Maps		x		
g. Photos				
12. OTHER COSTS	TOTAL	RATE or ACTUAL	COST	
a. Computer Cost		x		
b. Certifications		x \$25.00 =		
c. Special Handling-Overnight Mail		x		
d. Other (Specify)		x =		
13. Actual Admin. Cost for Non-billable Staff time	TOTAL	$\frac{1}{4}$ HOUR RATE	COST	
a. Preparer's Name Grade/Step		x =		
b. Preparer's Name Grade/Step				
14. FOR FOIA OFFICE USE ONLY				
a. TOTAL ADMINISTRATIVE/PROCESSING FEES _____		c. TOTAL CHARGED _____		
b. TOTAL COLLECTABLE FEES _____		d. FEES WAIVED/REDUCED YES OR NO _____		